

CITY OF CEDARTOWN

201 East Avenue
Cedartown, Georgia 30125
770.748.3220 phone * 770.748.8962 fax
www.cedartowngeorgia.gov



DEPARTMENT: RECREATION

POSITION/TITLE: RECREATION COORDINATOR

SALARY RANGE: Starting at \$29,148 – 14.02 per hour

JOB SUMMARY: Under this general supervision of the Recreation Director, a person in this position is responsible for coordinating the development and implementation of athletic programs, activities, and events. No supervisory control is exercised by a person in this position.

Work involves considerable contact with the public, both in person and by telephone. This employee is responsible for giving correct and current general information regarding the recreation departmental functions and available services, and for directing specific inquiries to the Recreation Director and/or Assistant Recreation Director.

JOB FUNCTIONS:

- Answers phone calls for the City Recreation Department.
- Organizes teams, leagues, and tournaments; secures coaches/officials and related duties, maintains an up-to-date listing of all recreational activities.
- Maintains records identifying the nature of information sought, prepares a wide variety of records and reports for the department.
- Perform duties of coach, official, scorekeeper, or concession worker, as needed, perform field/facility maintenance such as mowing ball fields, as needed.

MINIMUM QUALIFICATIONS:

- Completion of standard high school education or its recognized equivalent.
- Experience in dealing with the general public.
- Possession of a valid Georgia Driver's License.
- Must pass a physical examination and drug test.

BENEFITS:

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| • Health Insurance | • Retirement | • Paid Personal Leave |
| • Dental, Vision & Disability Insurance (voluntary) | • Paid Holidays | • City Paid Life Insurance |
| | • Paid Annual Leave | |
| | • Paid Sick Leave | |

DATE POSTED: 02/16/2023

APPLICATION DEADLINE: 03/03/2023

